

	<u>Matrix Instructions & Explanations</u>
	Virginia Department of Social Services
	March 1, 2004

	<i>Terms and/or Acronyms Used:</i>
⇒	VDSS - Virginia Department of Social Services
⇒	LDSSs - Local Departments of Social Services
⇒	CPA's - Child Placement Agencies
	<i>Matrix and Related Information Purposes:</i>
⇒	To provide guidance on maintenance and administrative activity expenditures allowed under Title IV-E related to eligible foster children under the care of Social Services to maximize and ensure accuracy for all available funding streams.
⇒	To provide instructions on how applicable expenditures should be claimed for reimbursement. Applicable expenses must be submitted to and through VDSS by LDSSs for federal and/or state reimbursement.
⇒	To provide a state-wide standard for the reporting of applicable expenses. Organizations under contract with LDSSs that provide care for IV-E children must submit costs to the LDSS by applicable "Matrix" expense categories and following the instructions associated with this material. LDSS's must submit expenses to the VDSS based on detail instructions provided separately to them.
	<i>Intended Users of This Information:</i>
⇒	Public or private organizations (profit or non-profit) that incur costs while providing care and assistance to foster children that are under the care of Social Services. This includes LDSSs and any public or private organization with authorized and allowable expenditures.
	<i>Explanations of the Matrix Form:</i>
⇒	<u>Invoice Categories:</u>
✦	Definition: These are the categories that applicable costs must be grouped by on invoices when LDSSs are billed for contractual care. If a cost falls within an Invoice Category, it must be indicated separately on the invoice as such regardless if it is included in the monthly "room and board" rate or not.
✦	"Invoice Categories" are grouped and indicated on the matrix as Maintenance (number prefix M), Administration (number prefix A), and Training (number prefix T)
✦	The Invoice Categories reflect a roll-up of the "Category Types" and "Category Details"
⇒	<u>Category Type</u>
✦	Definition: These are categories grouped by common activities or costs
✦	The Category Type reflects a roll-up of the Category Details
⇒	<u>Category Detail</u>
✦	Definition: These are specific cost categories and or examples
✦	Summary notes are indicated for some categories for further explanation
✦	Category Details are numbered under each Category Type
⇒	<u>Placement Types</u>
✦	Definition: These are the five type of placements for Foster children most applicable to allowable costs
⇒	<u>I, E, No Impact and NA Designation Codes for Each Category Detail Under Placement Types</u>
	General Description: Although all Categories indicated are IV-E allowable, the "Codes" indicate what costs are applicable by placement
✦	Definitions: Maintenance
	"I" = An "I" indicates routine allowable expenditures normally <u>Included</u> in the basic maintenance monthly rate or a rate that is negotiated. The monthly rate paid is determined by State standards (refer to the Basic State Fixed Rate document) or a rate that is negotiated between the LDSS and the contracted care provider based on the level and type of care needed. Both monthly rates are normally fixed and do not change unless there is an authorized and allowable service or activity required that is clearly not included in the monthly rate (refer to the E code below).
	"E" = An "E" indicates non-routine allowable expenditures that are NOT normally included <u>Excluded</u> within the monthly basic maintenance rate fixed by the state or one that was negotiated based on the needs. When justified and approved, these costs are allowed under IV-E and may be billed separately above the fixed monthly rate providing they are clearly not included or reimbursed through any other category.
	"No Impact" = An allowable expenditure under IV-E (same as "I") but it has <u>No Impact</u> on the fixed maintenance monthly payment rate. These codes are indicated and applicable for placements that utilize the Basic State monthly rate that is fixed. Regardless of the actual cost for these activities, the fixed State rate does not change.
⇒	<u>Comments</u>
	Comments are provided for some categories for further clarification
	<i>Other Costs and Questions:</i>
⇒	Cost categories, examples and other information in these documents are intended to represent the most common costs based on federal guidance.
⇒	For questions about costs not specifically indicated, the LDSS should contact the appropriate State department, preferably via e-mail.
⇒	Private providers should normally seek guidance through the LDSS (preferably via e-mail) unless instructed otherwise.

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	<i>LDSS Documentation/Accountability:</i>
⇒	LDSSs are responsible for ensuring proper approval and documentation supporting all costs submitted for reimbursement through and to the State and are fully accountable for such costs if a disallowance and/or penalty should occur related to the reimbursed funds.
⇒	Detail documentation supporting all applicable costs must be provided by the LDSS if and when requested by the State regardless of the source of expenditure (incurred by the LDSS or a vendor providing contractual services to the LDSS).